

Prepared by: IRPO	International Academic Study Programme – Outbound (SEP, SAP, DDP)	Date : March 4, 2020
Checked by: QA		Revision : 00
Approved by:		Doc. No.:sop-irpo/intlcsp-otb/03/ikb/03/2020/00

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

To explain and ensure about process and procedure of International Study Programme – Outward (Study Exchange , study Abroad and Dual Degree) in LSPR

2. Ruang Lingkup

Scopes:

This following procedure is to explain the process of International Study Programme – Outward (Study Exchange , study Abroad and Dual Degree) and responsibility and respective department (IACC , Deputy Director , Deans, CRD, MIS , SGO and Academic Department) in promoting , executing and evaluation international study programme – outward (Study Exchange , study Abroad and Dual Degree) programme (inward) in LSPR

3. Tanggung Jawab:

Responsibility:

- a. Deputy director II : reviewing the subject to be taken by LSPR student while studying abroad and do the subject mapping
- b. Academics: Assisting in credits transfer and student's SKS when they return
- c. MIS : providing the data of Top 30 student from each major
- d. SGO : providing the data and contact details of class officer
- e. Media center : Assisting with online application officer
- f. Accounting: Assisting the payment procedure
- g. English division : assisting conducting English assessment (TOEFL A)SSESSMENT)

4. Referensi:

Reference:

MOU

5. Definisi

Definition:

Student Exchange Programme (Outward)/Sep : A Program between LSPR and Partner universities abroad whereas LSPR will send a set amount of students based on MOU ,on their '5th semester to study in abroad universities

a semester and get back their credits transferred to LSPR system. In this program , the tuition fee is waived .

Study Abroad Program(SAP) : A program where LSPR students on their '5th semester can go to study in abroad universities for a semester and get back their transferred to LSPR students.

In this program , the student will pay the tuition fee to abroad university

Dual Degree Program : A program where LSPR students can go to study in abroad universities for 2 Years (2+2) or A year(3+1) and get their credits transferred to LSPR student and also a degree from abroad university.

In this program , the student will pay the tuition fee to abroad university

International Study Program(Outward) : A program where LSPR students study in university abroad for a period

of time and getting to credits transferred to LSPR and also International Transcript.

Approved by

Head Department

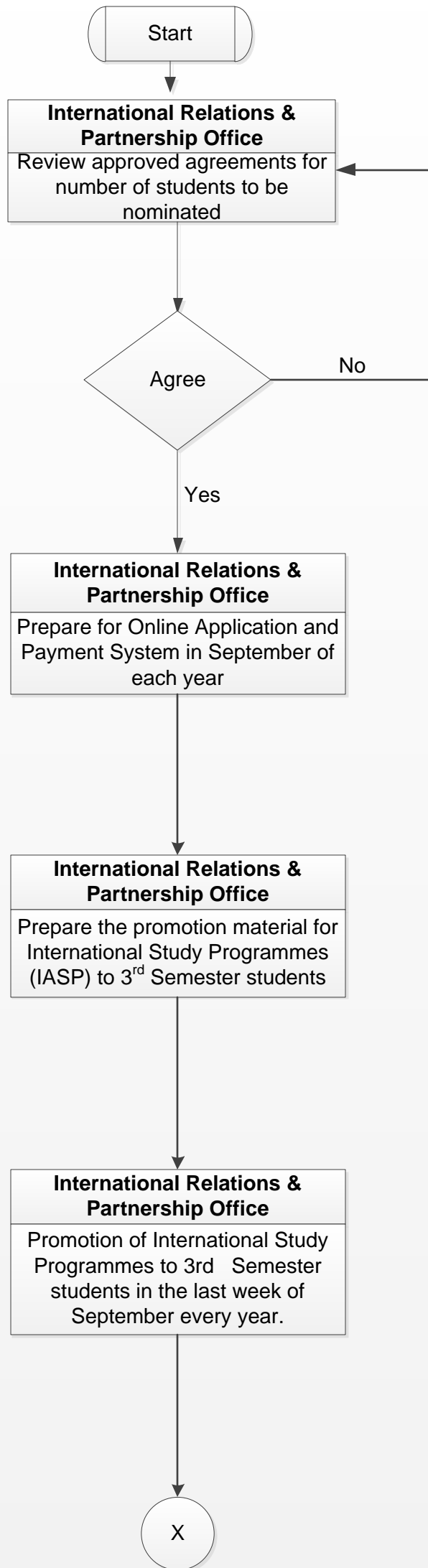
QA/MR

Document Control



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D o k u m e n	Referensi/ Keterangan
- MOU/ Articulation Agreement	- Review existing MOU with partner universities (ie: Expiration, type of collaboration, deadline, etc) - Communicate with Partner University for the number of exchange, kinds of collaboration for study abroad and dual degree.
- Online Application Form - Payment procedure for the registration fee	- Restart the Online application Form in Google Drive - Discuss with accounting about the payment procedure for the registration fee
- Presentation file contain information about registration fee, requirements, registration process, type of program and criteria, major available, quota, etc	
	- Class visit in for the 3 rd semester classes - Obtain list of class schedule from Academic Department - Obtain list of class presidents and their contact (Class, Line, WA, Email) & Class Email - Send the copy of presentation file as reference to the class president or class email

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Dokumen	Referensi/ Keterangan
<ul style="list-style-type: none"> - Student Registration List - Student need to send the required documents below to IRPO: - Online Application Form copy - Proof of payment from the applicant - Passport passphoto - Copy of Passport - Priority List Form 	<ul style="list-style-type: none"> - Student apply online - Payment of registration fee - IRPO will compile the data profile list of applicants - Accounting to send IRPO the complete list of applicants who paid
<ul style="list-style-type: none"> - Presentation file with a more detailed info for costing and tuition fee per university 	<ul style="list-style-type: none"> - Students applicant need to submit the required documents ti IRPO - Filling of priority options (priority list form)
<ul style="list-style-type: none"> - List of attendance for the English assessment - English Assessment schedule List of the invigilator 	<ul style="list-style-type: none"> - Invite the parents for the briefing
<ul style="list-style-type: none"> - Exam papers, Grading sheet for English Assessment and Grading sheet for interview will be provided from ED. 	<ul style="list-style-type: none"> - IRPO will help to find invigilator and coordinate the English Assessment - English Division will mark and rank the students based on their assessment and interview results
<ul style="list-style-type: none"> - English Assessment Results - Interview Result - Priority List Form 	<ul style="list-style-type: none"> - IRPO will assign each passed students based on their priority list form as reference what university the student will go based on their ranking and quota for each partner university

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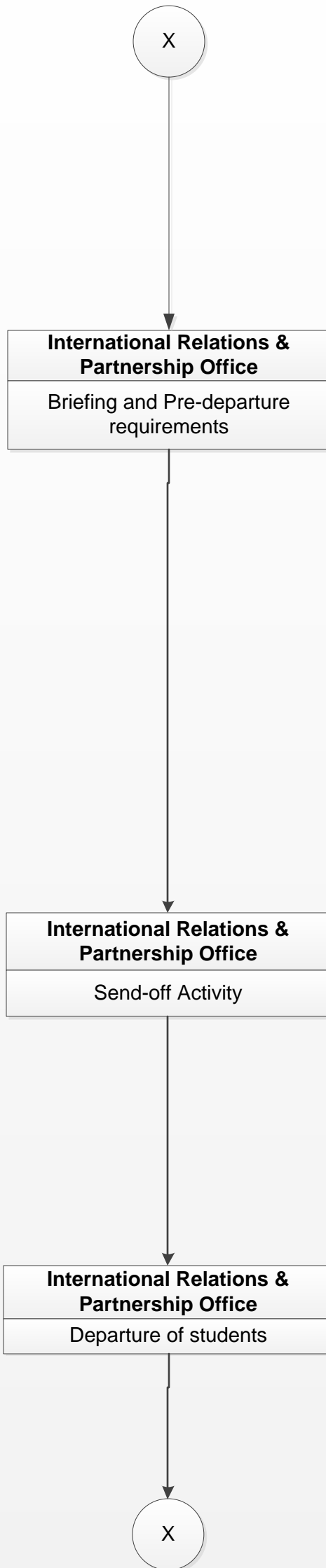
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D o k u m e n	Referensi/Keterangan
- Final list of the student application	- IRPO will email each applicant regarding the results of their assessment - Inform the management and related departments the list of successful applicants with their universities
- Final list of selected students with their assigned university - Confirmation Letter - Price estimation letter	
- Confirmation Letter - Acknowledgement Letter	- The student need to submit the confirmation letter and acknowledgment letter with their parent's signature - The students will be invited for a briefing about confirmation process
- Online application form from the university partner	- IRPO will nominate to each partner universities the students who confirmed to join the program
- Subject Mapping Form - Subject available from each university partner - Curriculum and Syllabus of LSPR	

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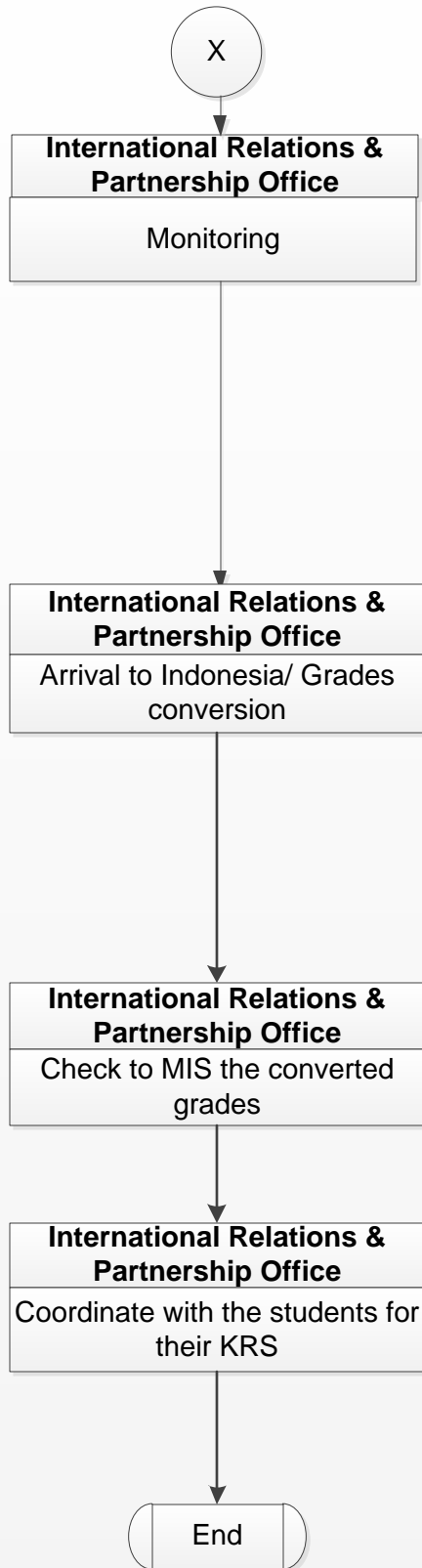
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D o k u m e n	Referensi/ Keterangan
- Presentation for briefing about VLOG and Report submissions for grade conversion - Attendance list	Inform the students about: -Acceptance Letter -Meeting/Talk/Chat with Parents (if required) -Review Application Form for all contact details -Inform about a report about their student exchange on return and provide to IRPO *Note: -SEP : – Need to pay LSPR tuition fee for Semester 5 -SAP & DDP: Need to pay tuition fee to the foreign university - Partner Universities coordinates with the students on registration process, visa, housing, travel date, orientation schedule and other administrative matters. - IRPO to follow up the acceptance letters of the students to partner universities - IRPO to strictly check the progress of each outgoing student with regards to his/her visa application and accommodation in the foreign country - IRPO to invite the students, parents, and LSPR management to a “Send-off Gathering” before the students depart for their International Academic Study Programmes - IRPO to collect all the parents’ contact numbers for references - IRPO to set up a LINE/WA group for all outgoing students to maintain the communication
	IRPO should always ask updates from outgoing students: - Date of Departure - Address of accommodation abroad - Local number abroad (if any) - Copy of student visa

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D o k u m e n	Referensi/ Keterangan
<ul style="list-style-type: none"> - Contact List - Subject Mapping Form 	<ul style="list-style-type: none"> - Monitor the students about their daily life abroad - Check for their safe arrival - Check their accommodation - Check for their updates for the unavailable subjects that needs an approval from the Rector
<ul style="list-style-type: none"> - “International Academic Study Programmes Experience” Report - Subject Mapping Form - Grade Conversion Form - Original Transcript from Partner Universities 	<ul style="list-style-type: none"> - Follow up with the students for their final grades & transcript - Follow up with the students about their VLOG and Report submissions - IRPO prepare the grade conversion form and attach original foreign transcript and approved subject mapping then submit to the Rector - Once completed, submit to MIS and update in LSPR System transcripts for KRS.
	<ul style="list-style-type: none"> - Remind the students to consult to the academic counselor about their class schedule about what subject should they take